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WAR FOOD ADMINISTRATION
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May 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. M-2

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Reporting of Government Limitations on Commodities Handled by this Branch

- A. Reports of Government limitations on each commodity handled by this Branch shall be submitted quarterly by the commodity divisions. In addition to the quarterly reports, a report shall be submitted each time a commodity is subject to a major change in limitations.
- B. The reports shall be entitled "Government Limitations of _____, Report No. _____", and shall cover the following points:

1. Raw Materials

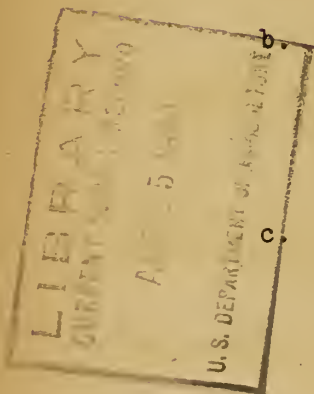
- a. Government Orders (WPB, WFO, etc.). Under this heading a brief but complete statement should be made of each component part of the commodity as to the limitations that are imposed by government orders (identify order). Only the limitations on the raw material itself should be developed. (It is not intended that government orders affecting packaging and related activity need be reported here.)

- b. Allocation of each component part of commodity. Indicate the allocation of each component part that has been made for the production of the commodity or to the industry from which the commodity must get its supply. State the date and the agency that made the allocation.

- c. Rationing of each component part of commodity, indicating the manner of rationing, point values, etc. For example, shortening, a component part of army biscuits, is under ration by OPA regulations and, therefore, the pertinent information concerning shortening should appear in the report on army biscuits.

- d. Any price regulations for any of the components of the finished commodity should be reported. (Identify the regulation.)

If the production of the commodity does not involve any other commodity as a component of the finished product, then only (a) above shall be completed for the basic commodity. An



example of this is tea, which is limited by WFO's 21 and 18. This will be indicated under (a) and it will not be necessary to complete b, c, and d, since these subjects will be treated under 4, 5, and 6.

2. Processing

Any government orders that apply to the processing of the commodity (as distinguished from the processing of the component parts of the commodity) should be listed and the effect of the order indicated.

3. Packaging

A statement showing the limitations (identify orders) on the packaging of the commodity by government orders should be set out. This statement should indicate the allocation of supplies of packaging materials for the commodity and will include containers, crowns and packaging of all kinds.

4. Allocation

The allocation that has been made of the finished commodity should be reported here. The total allocation to the Armed Forces, Lend Lease, Contingency Reserve and Civilian should be set forth. (Indicate the agency that made the allocation.)

5. Price

The ceiling prices for wholesale, retail and government (identify order or regulation) should be shown.

6. Rationing

If the commodity itself (as distinguished from the raw materials) is under rationing, pertinent information should be set out indicating the manner of rationing, point values, etc.

C. If no changes have occurred during the quarter, the report should so indicate by inserting the word "None" under each of the prescribed headings.

D. Reports shall be prepared in an original, 4 whites and a blue copy, and shall be distributed as follows:

One copy filed in the Commodity Division

The original and other copies to the Office of the Chief for approval

The original retained by the Chief of the Branch

One copy to the Assistant Chief of the Branch

Two copies to the Chief of Operational Planning

and Services Division, who will forward one

copy to the Western Region